

Form 7



MARTHA COAKLEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS OFFICE OF THE ATTORNEY GENERAL

MUNICIPAL LAW UNIT
1350 MAIN STREET, 4TH FLOOR
SPRINGFIELD, MASSACHUSETTS 01103-1629

Town: _____

Planning Board Meeting Date: _____

Relative to Article(s): _____

Form 7

Complete and sign the following. When necessary, you may need to use multiple copies of this Form 7.

- 1.) If applicable, date on which the proposed amendments were submitted to the Board of Selectmen:
Amendments were originally proposed by: _____ **Date #1** _____
(If not applicable, put N/A.)

[Attachment #1, copy of original proposal.]

- 2.) If applicable, date on which the Selectmen submitted the proposed amendments to the Planning Board
(must be within 14 days of Date #1, above):
Date #2 _____
(If not applicable, put N/A.)

- 3.) Date on which the **first** Notice of Planning Board hearing was **published** in a newspaper of general
circulation in the town (must be at least 14 days prior to Date #10, below):
Date #3 _____

**[Attachment #2, copy of the notice. Please mark Article
number next to each Article referred to in the notice.]**

- 4.) Date on which the **second** Notice of Planning Board hearing was **published** in a newspaper of general
circulation in the town (must be sometime during the **week immediately following** the week in which
Date # 3, first published notice of Planning Board Hearing, falls):
Date #4 _____

**[Attachment #3, copy of the notice. Please mark Article
number next to each Article referred to in the notice.]**

- 5.) Date on which Notice of Planning Board Hearing was posted in a conspicuous place in the Town Hall
(must be at least 14 days prior to Date #10, below):
Date #5 _____

**[Attachment #4, copy of the notice. Please mark Article
number next to each Article referred to in the notice.]**

Form 7

- 6.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the Department of Housing and Community Development (*must be at any date reasonably prior to Date #10, below*):
Date #6 _____
- 7.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the Regional Planning Agency, if any (*must be at any date reasonably prior to Date #10, below*):
No Agency: _____ Date #7 _____
- 8.) Date on which copy of Notice of Planning Board Hearing was **mailed** to the planning boards of each abutting city or town (*must be at any date reasonably prior to Date #10, below*):
Date #8 _____
- 9.) In cases involving boundary, density, or use changes within a district, date on which Notice of Planning Board Hearing was mailed to any **non-resident property owner** who had filed a request with the town clerk and whose property lies in the district where the zoning change is sought (*need be done only when requests have been filed with the town clerk*); or indicate if there was no such filing:
None Filed: _____ Date #9 _____
- 10.) Date of the Planning Board Hearing (*must be within 65 days of Date #2, above*):
Date #10 _____
- 11.) Date on which the Selectmen signed the Town Meeting Warrant: Date #11 _____
- 12.) Date on which the Town Meeting Warrant was posted (*must be at least 7 days prior to an annual town meeting and at least 14 days prior to a special town meeting*):
Date #12 _____
- 13.) Planning Board Report with Recommendations; indicate if the report is written or oral:
Written: _____ Oral: _____ Neither: _____
- [Attachment #5, copy of the planning board report, if written.]**
- 14.) Date on which Town Meeting voted on the proposed amendments (*where the Planning Board has failed to submit a report with recommendations to Town Meeting, Town Meeting may not vote to adopt the proposed amendments, unless this Date #14 is at least 21 days after Date #10, above*):
Date #14 _____
- 15.) If any by-law submitted in this packet, create or amend a by-law adopted under M.G.L. c. 40R (smart growth zoning), please identify the article(s):
Articles _____
(If not applicable, put N/A.)

Certification

I certify that information set forth above is complete and accurate and that within the two years prior to this town meeting, either: (1) No unfavorable action was taken on any of the above articles, or (2) the Planning Board recommended the adoption thereof.

Signature of Town Clerk	PRINT name	Date signed